

EXAM SCHEDULING

- The [final exam schedule](#) for Fall 2020 is now available.
- All Fall 2020 final exams will be conducted in an online or remote format, scheduled during exam periods of 09:00 – 12:00, 14:00 – 17:00 and 19:00 – 22:00 Monday through Friday and 09:00 – 12:00 and 14:00 – 17:00 on Saturday. There will be **no** time adjustments.
- Online synchronous classes starting at 17:30 or later were assigned a 19:00 – 22:00 time slot on the same day the classes are held. Any classes held on a Saturday have an exam scheduled on Saturday.
- The Office of the Registrar considers the final exam schedule final once published.

EXAM CONFLICT ACCOMMODATION

- Assessment Services is unable to accommodate in-person exam accommodations at this time.
- Faculty allowing an online synchronous exam to be rescheduled for a student in conflict must arrange the date and time with the student directly.
- Questions relating to exam accommodation procedures can be directed to assessinfo@ufv.ca.

EXAM CONFLICT PROCEDURES

- Instructors who allow an exam to be rescheduled should complete, or direct the student to complete, the [online booking form](#).
- Send the exam and instructions to Assessment Services at least **one day** prior to the writing date.
- Inform students that this deferral is one time only and no rescheduling is permitted by Assessment Services.

REPORTING FINAL GRADES ONLINE

- All faculty are expected to enter their grades online through [myUFV](#).
 1. Log into [myUFV](#).
 2. When you have successfully logged in, choose *Faculty Information*.
 3. Click *Final Grades*, and then select the term.
 4. Choose the course section for which you want to enter grades.
 5. Enter grades for students by selecting options from the drop-down list.

Note: As a myUFV security precaution, the Banner self-service session (SSB) will close after 30 minutes of inactivity, and you must log in again. If the user is active, there will be no timeout. The timeout warning message will pop up within the myUFV window, not the SSB window. MyUFV can deem the user inactive even if they continue working in SSB.
- Please note that all students must be graded — even if they have never shown up for class. Students are responsible for withdrawing themselves from any classes in which they have registered. Failure to withdraw requires that faculty grade the student appropriately. (Thus, faculty are encouraged to withdraw students who fail to show up for the first week of classes.)
- For FAQ's regarding online grade reporting, see [myUFV Services for Faculty](#).

GRADING DEADLINES

UFV recognizes the importance of timely reporting of final grades to enable students to make academic decisions and the university to monitor academic progress and prerequisites. Deadlines and processes are established to ensure timely reporting.

- **Final course grades shall be reported to the Office of the Registrar by the class instructor not later than the due date, which is four (4) business days after the last day of the exam period for the semester or session.**
- When courses are not scheduled within regular semester dates and an exam period is not set, final grades are due not later than four (4) business days after the last day scheduled for the course.
- Grades for the Fall 2020 semester are due to the Office of the Registrar by: **January 5th.**

INFORMAL RELEASE OF GRADES

- Students can access their grades online via [myUFV](#) once the grades have been “rolled.” (The Office of the Registrar) transfers them into the student’s academic history daily.) Grades **should not** be posted on walls, outside of offices, etc., as this is a breach of confidentiality.

GRADING SYSTEM

Preparatory, Undergraduate, Graduate grading scale:

Grade	Percentage equivalent	Grade point value
A+	90-100	4.33
A	85-89	4.0
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.0
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.0
C-	60-62	1.67
D	50-59	1.0
F	<50 (fail)	0.0
FD	0	0.0

Note: Grades below **B-** are considered unacceptable for **graduate programs**

Credit/no credit grading system:

Grade	Interpretation
CR	Credit granted
NCR	No credit granted

- Note: CR/NCR grades are not applicable to the GPA - they will be given no grade point consideration, nor will any letter grade consideration be given to these courses.

Other grades and notations:

Grade	Percentage equivalent
Permanent grades	
AEG	Aegrotat standing
AU	Audit
AN	Audit expectations not met
W	Withdrawn
TRF	Transfer credit granted
Temporary grades	
I	Incomplete
IP	In progress
NGR	No grade reported

- Note: Temporary notations are used in specific circumstances when a final grade is not available. They will be replaced by a permanent grade, when available.

INCOMPLETE GRADES (*NEW* Policy Update)

- A student, who, for reasons beyond their control, is unable to complete course requirements during the instructional period, may make a request to the instructor for a grade of Incomplete (“I”). The student must have completed a majority of the coursework and be passing the course. Non-attendance (other than for legitimate health reasons), or poor performance are not grounds for the issuance of an “I” grade.
- To submit a request for an “I” grade, an *Incomplete Grade Contract* form (available through [myUFV](#)) must be submitted.
- Students with an “I” grade should normally complete the course requirements on or before the last day of the month following the month in which the course ends, unless an extension to that date is approved by the appropriate dean, director, or department head and submitted to the Office of the Registrar. The instructor will submit a *Change of Grade* form to the Office of the Registrar once the requirements have been completed.
- If the final grade has not been received by the Office of the Registrar on or before the last day of the month following the month in which the course ends, and an extension has not been granted, a failing (“F”) grade will automatically be entered on the student’s record.

IN PROGRESS GRADES

- For thesis and major paper/project courses (Graduate and Undergraduate), an “IP” grade notation may be assigned by mutual agreement of the instructor and the student.
- If the “IP” grade is not available in the faculty grading menu, a request, and rationale, for an “IP” grade must be submitted to grades@ufv.ca.
- Once the requirements have been completed the instructor will submit a *Change of Grade* form to the Office of the Registrar.

CHANGE OF GRADE

- To change an “I” grade, the instructor submits a *Change of Grade* form (available through [myUFV](#)) to grades@ufv.ca.
- To change a recorded grade other than an “I,” the instructor must obtain the signature of the appropriate dean, or designate if assigned, on the *Change of Grade* form, and then submit it to grades@ufv.ca.
- Grade changes must be reported no later than four (4) months after the end of the course. Extenuating circumstances must be approved by the University Registrar or designate.

CHANGE TO AUDIT

- At your discretion, you may approve a student's request to audit only until 30% of the course's completion (**October 2nd** for courses that run **September 4th to December 4th**)
- See more info at [course audit](#).
- The instructor enters a *Permission to Audit* waiver (online through Faculty web) and **the student** must contact the Office of the Registrar to register as an auditing student **no later than the audit deadline date**.
- Note that an "audit" status will not be recorded **unless the student activates it at the Office of the Registrar**— it is not sufficient for the instructor to submit the *Permission to Audit* waiver, or to enter the AU grade.
- When you are recording grades for a student for whom you have entered a *Permission to Audit* waiver...
 - If the AU (or F) grade shows online, everything is done
 - If the grade does NOT show, contact grades@ufv.ca.

GRADE MODE

- The grade mode controls which grades can be assigned for a section, and is identified on the official course outline.
- Please contact grades@ufv.ca if the grade mode assigned to your section is incorrect.